

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

January 31, 2019

THURSDAY

The Board meeting of the St. Joseph County Airport Authority District was called to order at 11:31 a.m. on Thursday, January 31, 2019, by President David R. Sage.

Present: David R. Sage, President
Jay Asdell, Vice President
Thomas S. Botkin, Treasurer/Assistant Secretary
Abraham Marcus, Secretary

Comprising a quorum of the St. Joseph County Airport Authority District Board; also present at the meeting were:

Mike Daigle, CEO & Executive Director
Mitch Heppenheimer, Attorney
Aaron Kobb, Vice President of Finance
Tim O'Donnell, Vice President of Operations
Cliff Jenkins, Maintenance Manager
Kerianne Linn, Properties Manager
Tyler Miller, Operations Manager
Mike Ornat, Safety Chief
Melanie Roberson, Staff Accountant
Rev. Sylvester Williams

Mr. Sage stated the first item on the Agenda is the Election of Officers for 2019.

Mr. Sage read the nominations of officers to the District Board of the St. Joseph County Airport Authority for 2019, for a one (1) year term:

- Jay Asdell is nominated to the position of President
- Thomas Botkin is nominated to the position of Vice President
- Abraham Marcus is nominated to the position of Treasurer
- David Sage is nominated to the position of Secretary
- Michael Daigle is nominated to the position of Assistant Treasurer

Dr. Asdell introduced the first item on the Agenda, approval of the Minutes from the December 13, 2018, Board meeting.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Minutes from the Board meeting held on December 13, 2018.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

The next item on the Agenda is approval of the Payroll Warrants dated December 14, 2018.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

January 31, 2019

THURSDAY

Mr. Sage moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated December 14, 2018.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

The next item on the Agenda is approval of the Payroll Warrants dated December 28, 2018.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the Payroll Warrants dated December 28, 2018.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

The next item on the Agenda is approval of the Payroll Warrants dated January 11, 2019.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the Payroll Warrants dated January 11, 2019.

There being no comments, questions, or discussion, with a unanimous vote, the motion carried.

The next item on the Agenda is the approval of the Invoice Vouchers and Claim Payments per the Schedule dated January 31, 2019.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve the Invoice Vouchers and Claim Payments as per the Schedule dated January 31, 2019.

Mr. Botkin questioned the payment to Mead & Hunt for Conduct Feasibility Study & NEPA for the Terminal Apron and Taxiway Bravo, check #8547 in the amount of \$3758.44. Mr. Botkin asked for clarification on what NEPA is. Mr. Daigle stated it is a requirement to receive FAA grant funding. It verifies that there are no environmental factors that may need to be mediated.

Mr. Botkin questioned the payment to Central Indiana Hardware for door lock sets for the terminal building, check #8555 in the amount of \$2704.81. Mr. Botkin asked if all of the locks needed to be changed. Mr. Daigle stated this was to replenish inventory.

Dr. Asdell questioned the payment to The South Bend Chocolate Company for lunch for Leadership Class 45 program day presentation and for catering for the Bears in the Air event, check #8588 in the amount of \$12,553.90. Dr. Asdell asked what Leadership Class 45 is. Mr. Daigle stated the Leadership Class is a regional program that was formerly associated with the Chamber and is now its own entity. The class spent an hour at the Airport and got a presentation on Project Propel. In addition, the South Bend Chocolate expense was for food and supplies for the event.

There being no additional questions, comments, or discussion, the motion carried.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

January 31, 2019

THURSDAY

Dr. Asdell introduced the next item on the Agenda.

FINANCIAL STATEMENT FOR THE MONTH OF NOVEMBER 2018.

Mr. Sage moved, and Mr. Botkin seconded the motion to accept the Financial Statement report for the month of November 2018.

Mr. Kobb referred to the Statement of Revenue Disbursements and Activity (Cash Basis) for the period ending November 30, 2018. Refer to the attached report.

Mr. Kobb stated that we continue to see strong Operating Revenues in 2018. He noted that Operating Expenses saw an increase as compared to the same period in 2017 due to primary reasons; 1) 2018 had three payroll in November as compared to two in 2017 and 2) Pavement Repairs were made based on a request that was approved by the Board in a prior month. Mr. Kobb also noted the Capital Expenditures for the month and that a portion of those costs are reimbursable and the reimbursements were received in 2019.

There being no additional questions, comments, or discussion, with a unanimous vote, the motion carried to accept the report.

Dr. Asdell introduced the next two (2) items on the Agenda, Tabled and Unfinished Business, which there is none and Continuing Business, which there is none.

Dr. Asdell introduced the next item on the Agenda, New Business.

NEW BUSINESS

Dr. Asdell introduced: CONSIDERATION OF RESOLUTION 2019-01 DESIGNATING THE APPOINTMENT OF THE TREASURER AND ASSISTANT TREASURER.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve Resolution 2019-01 designating the appointment of the Treasurer and Assistant Treasurer.

There being no questions, comments, or discussion, the motion carried with Mr. Marcus abstaining.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION OF THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND DELTA AIRLINES.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the extension to the agreement.

There being no further questions, comments, or discussion, with a unanimous vote, the motion carried.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

January 31, 2019

THURSDAY

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION OF THE STANDARD USE AND LEASE AGREEMENT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND UNITED AIRLINES.

Mr. Sage moved, and Mr. Marcus seconded the motion to approve the extension to the agreement.

Mr. Botkin asked if there were any changes to the initial agreements. Mr. Daigle stated that the only change affecting the extension is to the new Rates and Charges that were approved in a prior month

There being no further questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A NEW ONE (1) YEAR OPERATING PERMIT FOR TRANSPORTATION SERVICES WITH NJN, INC. DBA MTC TRANS, A GROUND TRANSPORTATION COMPANY.

Mr. Botkin moved, and Mr. Marcus seconded the motion to approve the operating permit.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE OPERATING PERMIT BETWEEN THE ST. JOSEPH COUNTY AIRPORT AUTHORITY AND IMPERIAL CHARTER SERVICE, A GROUND TRANSPORTATION COMPANY.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the extension to the operating permit.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A NEW ONE (1) YEAR OPERATING PERMIT FOR TRANSPORTATION SERVICES WITH DDSSBOS, LLC DBA METROPOLITAN HARRISON TRANSPORTATION SERVICES, A GROUND TRANSPORTATION COMPANY.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the operating permit.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION FOR APPROVAL TO SELL LAND ON NIMTZ PARKWAY, JUST EAST OF MOREAU COURT.

Mr. Sage moved, and Mr. Botkin seconded the motion for consideration on the sale of the land.

Mr. Sage asked what the likelihood was of the land selling. Mr. Daigle stated we would have more information in 30-45 days. Mr. Marcus asked about the price of the land. Mr. Daigle stated it would be based on the appraisals that were done.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

January 31, 2019

THURSDAY

There being no additional questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE LEASE AGREEMENT WITH FEDERAL EXPRESS (FEDEX) FOR LANDING & RAMP FEES.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the extension to the lease agreement.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE LEASE AGREEMENT WITH UNITED PARCEL SERVICE (UPS) FOR LANDING & RAMP FEES.

Mr. Sage moved, and Mr. Botkin seconded the motion to approve the extension to the lease agreement.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE LEASE AGREEMENT WITH CSA AIR, INC. FOR LANDING & RAMP FEES.

Mr. Marcus moved, and Mr. Sage seconded the motion to approve the extension to the lease agreement.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE LEASE AGREEMENT WITH UNITED GROUND EXPRESS FOR GLYCOL STORAGE.

Mr. Botkin moved, and Mr. Sage seconded the motion to approve the extension to the lease agreement.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

Dr. Asdell introduced: CONSIDERATION TO APPROVE A ONE (1) YEAR EXTENSION TO THE LEASE AGREEMENT WITH GENERAL SERVICES ADMINISTRATION (GSA) FOR OFFICE SPACE FOR THE TRANSPORTATION SECURITY ADMINISTRATION (TSA) AT THE AIR COMMERCE CENTER.

Mr. Marcus moved, and Mr. Botkin seconded the motion to approve the extension to the lease agreement.

There being no questions, comments, or discussion, with a unanimous vote, the motion carried.

ST. JOSEPH COUNTY AIRPORT AUTHORITY DISTRICT BOARD

January 31, 2019

THURSDAY

Dr. Asdell introduced the Executive Director's Report.

THE EXECUTIVE DIRECTOR'S REPORT

Mr. Daigle referred to the 2018 Composite Statistic Chart for the period ending November 30, 2018. Please refer to the attached 2018 Composite Statistic Chart.

Mr. Botkin questioned if the increase in enplanements was a result of more available seats being added. Mr. Daigle responded that load factors indicated that more people were indeed flying on the airplanes along with Delta occasionally adding larger aircraft for the Atlanta route.

Mr. Daigle then thanked the SBN team for their hard work during the recent cold weather.

Mr. Daigle also thanked the federal employees at SBN for their hard work and dedication during the government shutdown. He also thanked the community for its efforts in helping out the federal employees during this difficult time.

Dr. Asdell introduced: PRIVILEGE OF THE FLOOR

Rev. Williams thanked the Authority for supporting the addition of a Prayer Room at SBN and would welcome the opportunity to discuss updating that space.

Dr. Asdell introduced: ADJOURNMENT

Mr. Sage moved, and Mr. Botkin seconded the motion to adjourn

By:



David Sage, Secretary

Written By: Michael A. Daigle, A.A.E